

Quotation Request //

US Government Publishing Office

Northcentral Region
infonorthcentral@gpo.gov
Washington DC 20401-0000

JACKET:734-660 R-2

Quotations are Due By:
(Eastern Time) 11:00 AM on 02/28/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Envelopes w/printed upper-right corner (various sizes and types)

QUANTITY: 31004 total PEEL & SEAL envelopes 2 Items:

Item #1: 28,002 #10 envelopes.

Item #2: 3,002 9-1/2 x 12-1/2" white envelopes.

(Includes 2 GPO inspection samples of each)

R-2: Delivery date.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

<https://contractorconnection.gpo.gov>. Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (312)-353-3916.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TRIM SIZE: Item 1: 4-1/8 x 9-1/2"

Item 2: 9-1/2 x 12-1/2"

PAGES: Face only

SCHEDULE:

Furnished Material will be available for pickup by 02/28/2023

Deliver complete (to arrive at destination) by 03/17/2023

F.O.B. destination

(via traceable means at contractor's expense).

Contractor **MUST** email delivery verification information to VerifyChicago@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN.

Print logo and 3 lines of type in black ink.

Envelopes are PEEL AND SEAL, open side, side seems, contains a strip of pressure sensitive adhesive with suitably sized removable backing strip.

Item 1: #10 envelope - open side, side seams, rounded taper flap of approximate 1-3/4".

Item 2: 9-1/2 x 12-1/2" white envelope - open side, side seams, rounded taper flap of approximate 1-3/4".

MATERIAL FURNISHED: Contractor to receive. PDFs to be emailed with PO.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Items 1 - JCP Code* V20, White, Writing Envelopes, Basis Size 17 X 22" Basis Weight 24

Items 2 - JCP Code* V10, White (Kraft) Envelopes, Basis Size 17 X 22" Basis Weight 28/32

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil

See above

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

Follow file.

PROOFS:

Email PDF proofs for all envelopes on or before 3/02/2022 to lisa.hobbs@usda.gov and tferguson@gpo.gov

Proofs will be withheld not more than 1 workday from receipt in agency until contractor is notified of Ok or changes. Contractor must not print prior to receipt of an "OK to print".

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

PACKING:

Pack each item separate and identify.

Packaging must be sufficient to prevent damage in transit.

Damaged items will be replaced at contractor's expense.

Box in units of 500. Pack suitably per shipping container.

DISTRIBUTION:

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email lisa.hobbs@usda.gov. and tferguson@gpo.gov

All addresses deliver "NO LATER THAN 2PM" on Wednesday 3/08/2022 Agency NOT able to accept Freight Shipments; must be INSIDE DELIVERY to individual offices/suites. Attn: Lisa Hobbs
515-323-2611

Deliver To:

See attached distribution list. 3 different addresses in the state of IA

Send 2 samples marked Inspection Copies and GPO jacket number to:

U.S. Government Publishing Office

Northcentral Regional Office

9302 West 79th PL

Schererville, IN 46375

Attn: Compliance Thomas Ferguson.

DEPARTMENTAL RANDOM COPIES (BLUE LABELS): All orders must be divided into 80/125 equal sublots of each item. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list. A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The following levels and standards shall apply to

these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level 3
- (b) Finishing (item related) Attributes - Level 3
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute: Specified Standard

P-7. Type Quality and Uniformity: Approved proofs

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fins/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Doing Business with GPO Customer Services During Coronavirus Pandemic

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at

<https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=734660>